



## ADMINISTRATIVE POLICIES AND PROCEDURES

**Policy ID: Human Resources**

**Subject: Salary Deductions for Exempt Employees**

**Creation Date: August 16, 2004**

**Revision Date: April 30, 2008**

**Prepared By: City Attorney's Office**

**Approved By: City Manager**

**Legal Review: John Batoon**

### **DESCRIPTION:**

### **Salary Deductions for Exempt Employees**

### **POLICY:**

It is the City's intent to abide by the Fair Labor Standard Act (FLSA) and pay employees in accordance with the FLSA. The City prohibits any deductions in pay that are not in accordance with the FLSA. Employees who feel that deductions have been made improperly should report their complaint immediately to the Human Resources Department. Using the procedure outlined in this policy.

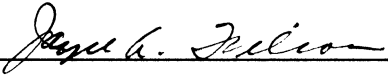
1. Employees Exempt from the FLSA. In accordance with the Fair Labor Standards Act employees who are exempt from the overtime provisions of the Act will be paid on a salary basis and will not have their pay reduced except as allowed under the FLSA. Employees who feel their pay has been improperly reduced should report this immediately using the procedures specified in this policy.
2. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked with the following exceptions, except that the City may deduct for time taken greater than one half of the workday under the public accountability exception to the FLSA. Also, exempt employees may be suspended for infractions of major safety rules.

### **Complaint Procedure:**

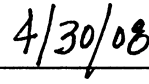
1. Employees who believe their pay has been improperly reduced should contact the Human Resources Department as soon as the employee notices that their pay has been improperly reduced.

2. Upon receipt of the employee's complaint, the Human Resources Department will immediately conduct an investigation of the employee's complaint.
3. If the deduction was in fact improper, the City will reimburse the employee as promptly as possible but in no case no later than two weeks from the date the complaint was filed.

**APPROVED BY:**



Joyce Wilson, City Manager



Date